



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

BUSINESS SERVICE OFFICER I (SPECIALIST)

\$3,658 - \$4,579

BUSINESS MANAGEMENT BUREAU SACRAMENTO

Are you an individual seeking a challenging position, one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau (BMB) is seeking a motivated Business Service Officer I (Specialist) to join the talented team at our Sacramento location.

RESPONSIBILITIES: Under the general supervision of the Contract and Procurement Manager (Staff Services Manager I), the incumbent independently performs technical business and analytical services work in the BMB in a variety of functions, and assists in the performance of more difficult and complex assignments for the California Department of Insurance (CDI), including three headquarters and nine field offices statewide. The incumbent must express a high degree of initiative in the development and coordination of various activities including, but not limited to, purchasing, CAL-Card, and recycling and reduction coordination, and special projects.

DESIRABLE QUALIFICATIONS:

- General knowledge of all business services activities, communicate effectively, learn rapidly, follow directions and work as part of a team.
- Flexibility, ability to work well under pressure with short deadlines, prioritize multiple tasks, and be organized.
- Maintain consistent and regular attendance to meet work commitments.
- Experience working with State purchase documents.
- Completion of the Department of General Services (DGS) California Procurement and Contracting Academy (CalPCA).
- Ability to utilize Microsoft Word, Access and Excel.
- Good communication skills, both verbal and written.
- Ability to reason logically, good negotiation skills and ability to work well with all types of people.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Business Service Officer I (Specialist) level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

APPLICATION PROCEDURE: Send a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Business Service Officer I (Specialist) # 413-193-4720-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email tina.brown@insurance.ca.gov.

FINAL FILING DATE: December 13, 2013 by 5 p.m., Close of Business

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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